

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Traffic Maintenance Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises sign manufacturing, and the installation, maintenance and repair of traffic signs and pavement markings.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

| Physical<br>Strength Code |   | ESSENTIAL FUNCTIONS   |
|---------------------------|---|---|
| 1                         | L | Manages manufacturing, installation and maintenance of signs and pavement markings by scheduling and assigning work, training employees, conducting performance reviews, setting up work zone patterns, traffic patterns, and inspecting the quality of work. |
| 2                         | S | Performs administrative duties by monitoring inventory, and preparing reports.  |

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

| <b>CLASS REQUIREMENTS</b>              |  |
|--|--|
| Formal Education / Knowledge           | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.  |
| Experience                             | Three years experience in installation, manufacturing and maintenance of signs and pavement markings.  |
| Certifications and Other Requirements  | Valid CDL Driver's License. IMSA Level II or III   |
| Reading                                | Work requires the ability to read technical manuals, specifications, and reports.  |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.   |
| Writing                                | Work requires the ability to write various reports and work assignments.   |
| Managerial                             | Managerial responsibilities include overseeing daily operations, scheduling work, evaluating staff.  |
| Budget Responsibility                  | Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.  |
| Supervisory / Organizational Control   | Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.  |
| Complexity                             | Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.  |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, motorists, public safety officers, brokers and sales representatives. |

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary  | Light X   | Medium   | Heavy   | Very Heavy   |
|--|---|--|---|--|
| S = Sedentary<br>Exerting up to 10 lbs.<br>occasionally or negligible<br>weights frequently; sitting<br>most of the time | L = Light<br>Exerting up to 20 lbs.<br>occasionally, 10 lbs.<br>frequently, or negligible<br>amounts constantly OR<br>requires walking or<br>standing to a significant<br>degree. | M = Medium<br>Exerting 20-50 lbs.<br>occasionally, 10-25 lbs.<br>frequently, or up to 10 lbs.<br>constantly. | H = Heavy<br>Exerting 50-100 lbs.<br>occasionally, 25-50 lbs.<br>frequently, or up to 10-20<br>lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs.<br>occasionally, 50-100 lbs.<br>frequently, or up to 20-50<br>lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION  |
|------------------|----------------|--|
| Standing         | F              | Interaction with team members, supervision, installation, maintenance, repair work, pavement marking |
| Sitting          | F              | Computer, desk work, answering telephone, meetings, driving  |
| Walking          | F              | To/from office building, inter-office  |
| Lifting          | O              | Incoming materials, equipment and supplies   |
| Carrying         | O              | Materials in warehouse   |
| Pushing/Pulling  | O              | Signs and sign blanks from warehouse   |
| Reaching         | O              | Equipment, tools   |
| Handling         | O              | Equipment, tools   |
| Fine Dexterity   | N              |  |
| Kneeling         | O              | Picking up items under desk on the floor   |
| Crouching        | N              |  |
| Crawling         | N              |  |
| Bending          | O              | Over desk  |
| Twisting         | N              |  |
| Climbing         | R              | Ladder   |
| Balancing        | R              | On ladder  |
| Vision           | C              | Computer, desk work, supervision, maintenance/ repair work, reading, driving                         |
| Hearing          | C              | Telephone, staff, supervisor, vendors, DOT personnel, traffic, equipment noises, meetings            |
| Talking          | C              | Telephone, staff, supervisor, vendors, DOT personnel   |
| Foot Controls    | F              | Driving  |
| Other (specify)  | N              |  |

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Pavement marking machine, drill press, post puller, post driver, hand stripping machine, grinder machine, 3-M stripping machine, telephone, radio, pager, computer, Standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

|           |                               |                                |                |           |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several<br>Times Per Week | M = Several<br>Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards       | S | Dirt and Dust             | S |
| Chemical Hazards         | N | Extreme Temperatures      | S |
| Electrical Hazards       | N | Noise and Vibration       | S |
| Fire Hazards             | N | Fumes and Odors           | S |
| Explosives               | N | Wetness/Humidity          | S |
| Communicable Diseases    | N | Darkness or Poor Lighting | S |
| Physical Danger or Abuse | N |                           |   |
| Other (see 1 below)      | N |                           |   |

| PRIMARY WORK LOCATION |    |
|-----------------------|----|
| Office Environment    | X  |
| Warehouse             | -- |
| Shop                  | -- |
| Vehicle               | -- |
| Outdoors              | -- |
| Other (see 2 below)   | -- |

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Steel toed shoes, personal protection equipment

**NON-PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
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|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | F |
| Emergency Situations                          | O |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | N |
| Performing Multiple Tasks Simultaneously      | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work                      | O |
| Noisy/Distracting Environment                 | R |
| Other (see 3 below)                           | N |

(3)